



APPLICATION FORM

Teaching Staff

OFFICE USE ONLY:

Reference:

Date received:

This Application Form must be completed in full. Incomplete Application Forms will not be accepted. CVs will not be accepted in substitution for Application Forms.

Arcadia Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to child protection screening including an enhanced Disclosure and Barring Service (DBS) check. In order to complete Safer Recruitment checks the school is required to obtain an applicant's date of birth.

The School is committed to being an equal opportunities education provider and will promote equal treatment for all members of the school community. The principles of equal treatment guide the way the School recruits, trains and promotes employees.

Position applying for:	
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Section 1: Personal Details

Title		First Names		
Surname		Any Previous Surnames		
Current Address				
Post Code				
City, Country and Date of Birth				
Mobile Telephone Number:				
Home Telephone Number (incl. Area code)				
Email Address				
Do you have a Qualified Teacher Status?				
Have you ever been subject to a child protection investigation by your employer or the General Teaching Council or Independent Safeguarding Authority?	Yes		No	
	<i>If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions. This will not be opened unless you are called to interview.</i>			
Are you related to or do you maintain a close personal relationship with an existing employee, volunteer or any student of Arcadia Academy?	Yes		No	
	<i>If YES, please provide details separately under confidential cover</i>			

Section 2: Current / Most Recent Employment

Name of Establishment		Job Title	
Address of Establishment			
Date appointed		I am currently still employed at this establishment	
Date available to begin new job		Current / most recent salary	
Reason for seeking other employment			

Section 3: Employment History

Following on from your current / most recent employment, please provide a full chronological history of any employment or volunteer work since leaving Secondary Education. This should include any part-time and voluntary work, as well as full time employment. Explanations should be given for periods not in employment or education or training.

Name of Establishment	Job Title and key duties / achievements	Date from: dd/mm/yy	Date to: dd/mm/yy	Reason for Leaving

Please use Section 8 if additional space is required.

Section 4: Education, Qualifications and Training

Please begin with the most recent.

Name of School / College / University	Date from: dd/mm/yy	Date to: dd/mm/yy	Examination Results	Course titles and qualifications obtained

Please give details of any professional qualifications, part-time degrees and/or relevant training courses, undertaken after leaving full time education:

Provider of training	Date from: dd/mm/yy	Date to: dd/mm/yy	Course titles and qualifications obtained

Please use Section 8 if additional space is required.

Section 5: School subjects and Interests

What school subjects you are able to teach?

Please provide details of any interests, hobbies or skills which you could bring to the school with the purposes of extra curricular activities.

Section 6: Personal Statement

Using the job description and person specification for this post please demonstrate, using examples, your suitability for the position. Please include your reasons for applying for and interest in this position.
Use Section to continue if necessary.

Section 7: References

Please provide the details of two people to whom reference may be requested. The first referee should be from your current or most recent Headteacher (or equivalent). The second referee should be from your previous employment. **References will not be accepted from relatives or from people writing solely in the capacity of friends.**

Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is “time expired” and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. Please also note that the school reserves the right to request references from other establishments and that other checks may be carried out to verify the contents of your application form. References are normally requested following shortlisting.

REFERENCE 1	<i>Please tick this box if you would prefer us not to request this reference until after interviews:</i>
Full name of referee	
Name of Establishment	
Address of Establishment	
Referee's Job Title	
Referee's Relationship to Applicant	
Referee's Telephone Number	
Referee's email address (<i>this must be a work email address, not a personal email address</i>)	
Is this referee at your current / most recent employment?	

REFERENCE 2	<i>Please tick this box if you would prefer us not to request this reference until after interviews:</i>
Full name of referee	
Name of Establishment	
Location of Establishment	
Referee's Job Title	
Referee's Relationship to Applicant	
Referee's Telephone Number	
Referee's email address (<i>this must be a work email address, not a personal email address</i>)	

Section 8: Additional Information

(if required, to complete your responses to the above sections)

In accordance with the guidance published by the Department for Children Schools and Families (DCSF), any offer of employment made by Arcadia Academy will be conditional upon Arcadia Academy verifying the successful applicant's medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire; the responses to which will be assessed by the School's Medical Adviser before any offer of employment is confirmed. There may be circumstances when it will be necessary for Arcadia Academy's Medical Adviser to be given access to your medical records and / or for you to be referred to a specialist clinician.

Section 9: Recruitment

It is Arcadia Academy's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age. All new posts within Arcadia Academy are subject to a probationary period.

If your application is successful, Arcadia Academy will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after 6 months.

Section 10: Compulsory declaration of any convictions, cautions or reprimands, warnings or bind-overs

You are required to declare any convictions, cautions or reprimands, warnings or bind-overs. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Under the Criminal Justice & Courts Services Act 2000.

Have you been convicted by the courts of any criminal offence? Yes No

Is there any relevant court action pending against you? Yes No

Have you ever received a caution, reprimand or final warning from the police? Yes No

If you answer 'YES' to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "Confidential" with your Application Form.

Section 11: Personal Declaration

- I declare that the information I have given on this form is complete and accurate.
- I declare that I am not banned or disqualified from working with children or subject to any sanctions imposed by a regulatory body.
- I understand that to knowingly give false information, or to omit information, could result in my application being rejected, or the withdrawal of any offer of appointment, or my dismissal at any time in the future, and may amount to a criminal offence.
- I consent to the School processing the information on this form, including any 'sensitive' information, as necessary in the recruitment and selection process.
- I consent to the School making direct contact with my referees to verify the reference.

Name

Date

Please return this Application Form by email to recruitment@arcadiaeducation.me or send by post to:
Arcadia Academy, Ljesevici bb, 85330 Kotor, Montenegro.